

## **Summary of the Program Policy and Structure Teleconference October 22, 1997**

The Program Policy and Structure Committee convened by teleconference on Wednesday, October 22, 1997. Ms. Pauline Bouchard, Chair, led the meeting. A list of action items is shown as Attachment A and a list of participants is shown as Attachment B.

The committee continued the review of the DOD comments from the NELAC III Annual meeting.

Comment 17. Section 1.9.2 - Supplemental Accreditation Requirements. The comment has already been incorporated into the document.

Comment 18. This was an editorial comment pointing out that the word “reduction” should be capitalized. This will be done.

Comment 19. Figure 1-2. They asked that the word “State” be changed to “Accrediting Authority.” It was agreed that the word “State” would be changed to “Accrediting Authority” in the second and third diamond shaped boxes and that the word “State” at the end of the last two boxes would be changed to “State and/or Federal Agencies.”

After a discussion regarding the definitions from Jerry Parr, it was agreed that the only change would be to delete the word “problem” in the definition of method. It would read as follows, Method -An adaptation of a scientific technique for use as a specific measurement. There were no changes in the other definitions. A recommendation that these definitions be placed in the glossary was made.

The Committee considered the revised time frames suggested by Marlene Moore for Chapter 1. The changes are as follows:

- In Chapter 1, 1.8.1, 1.8.2.1.c, Publish standards, the timeline will be *45 days prior to the meeting*
- 1.8.2.2, Interim Meeting, will be changed to “*at least 6 months*”
- 1.8.2.1.b, 1.7.5.1, Committee resolution for vote, will be changed to *45 days prior to annual meeting*
- 1.8.2.1, Organization structure, minutes and findings, will be changed to asap *but no later than 90 days after annual meeting*
- 1.8.2.1, Final standards published, will be changed to asap *but no later than 90 days after annual meeting*

Dr. Carl Kircher’s diagrams of the NELAC Tiered Fields of Testing for eight types of testing laboratories was discussed. The Committee felt that they were legitimate examples.

Mr. Jerry Parr stated that he had researched the “shall vs. will” wording in the Constitution and Bylaws and felt that a global change should be made changing the word “will” to “shall.”

The next conference call will be on November 5, 1997 at 11:00 a.m. EST.

Action Items  
Program Policy and Structure Teleconference  
October 22, 1997

Item No.	Action	Date Completed
1.	Ms. Bouchard will let Dr. Carl Kircher know that the Committee feels the examples he had submitted will be very helpful..	
2.	Ms. Bouchard will contact Mr. Ted Coopwood for contractor support regarding the global changes of the word “will” to “shall” in the Constitution and Bylaws and Chapter 1.	

List of Participants  
Program Policy and Structure Teleconference  
October 22, 1997

Name	Affiliation	Telephone Numbers
Ms. Pauline Bouchard, Chair	MN Dept. Of Health	Tel: (612) 623-5331 Fax: (612) 623-5514 E-mail: pauline.bouchard@health.state.mn.us
Dr. Mehdi Ali Absent	TX A&M Univ.	Tel: (915) 859-1908 ext. 10 Fax: (915) 859-1078 E-mail: a_alil01@eamu.edu
Mr. Stephen W. Clark Absent	USEPA	Tel: (202) 260-7159 Fax: (202) 260-4383 E-mail: clark.stephen@epamail.epa.gov
Dr. Marcia C. Davies	US Army Corps of Engineers	Tel: (402) 697-2555 Fax: (402) 697-2595 E-mail: marcia.c.davies@usace.army.mil
Mr. Robert Luna	City of Longmont Water/Waste Water	Tel: (303) 651-8666 Fax: (303) 682-9543 E-mail: colwwtp@lanm.nds.net
Mr. Ted Coopwood Executive Secretary, NELAC Absent	USEPA	Tel: (202) 233-9651 Fax: (202) 233-9358 E-mail: coopwood.ted@epamail.epa.gov
Dr. Tito Madrid Absent	NM Environment Dept.	Tel: (505) 827-2855 Fax: (505) 827-2836
Dr. Thomas W. McAninch Absent	Eastman Chemical Co.	Tel: (903) 237-5473 Fax: (903) 237-6395 E-mail: twmcan@eastman.com
Ms. Marlene O. Moore Absent	Advanced Systems, Inc.	Tel: (302) 834-9796 Fax: (303) 995-1086 E-mail: mmoore@advancedsys.com
Mr. Jerry Parr	Quanterra Environmental Services	Tel: (303) 421-6611 Fax: (303) 467-9136 E-mail: jerryparr@msn.com
Dr. Robert Stephens Absent	CA EPA	Tel: (510) 540-3003 Fax: (510) 540-2305 E-mail: rds3@ix.netcom.com
Dr. Gene Tatsch Contractor- Absent	RTI	Tel: (919) 541-6930 Fax: (919) 541-7386 E-mail: cet@rti.org

Ms. Carolyn Cross Recorder	USEPA	Tel: (919) 541-3151 Fax: (919) 541-4261 E-mail: cross.carolyn@epamail.epa.gov
-------------------------------	-------	---